

# **Central Coventry Fire District**

**September 11, 2006 - 6:30 pm**

## **MINUTES**

**1. Call to Order Time: 6:32pm**

**2. Roll Call**

**Pres. – Girard Bouchard VP – Michael New**

**Anna Mae Lapinski Richard Tellier John Bowen**

**Treasurer – Tom Lacolle Tax Collector Jeanne Graemiger**

**Linda Bennet Chief Hoxie Chief Seltzer**

**Robert Crowe & Joe Bonn arrived 6:40pm**

**Additional People: Asst Chief Tucker**

**3. Salaries of Appointees**

**Tax Collector**

**Jeanne Graemiger provided her request**

**Tax Collector - \$30,000 + Dental**

**Tax Assesor/Assist Collector – \$12,000**

**Temp Help - \$900**

**Previous Salary was \$16,000 + Dental**

**She was asked to estimate how many hours a week she would be working. She said there was no way to tell how many hours per week for the year because of the nature of the work. She has already spent time outside of her office hours working on getting the tax rolls from all 4 districts ready for printing tax bills. This is in addition to posting**

the last quarter's payments for Central Coventry. The Temp Help she requested was for folding & stuffing envelopes for Tax Bills and delinquent notices throughout the year. They also helped with filing.

Mr. New asked if she thought it was a full time job. She replied that she always put in whatever it took to get the job done. That's why it was hard for her to say how many hours per week she worked. Ms. Lapinski wanted to make sure we were not putting a permanent price on a temporary situation. Mrs. Graemiger said she thought there was defiantly going to be an increase as she was now doing the work that 4 people were doing before.

There was also some discussion regarding individual Exemptions given by other districts. Mrs. Graemiger needed some guidance as Central Coventry had never given them before. Washington & Tiogue gave all the exemptions the town gives with the exception of the Tax Freeze. The primary exemptions are Elderly/Disabled & Veterans Exemptions. At the 2005 tax rate the exemptions came to \$12 and \$13.50. Central Coventry does not have any Resolutions allowing exemptions therefore none would be given.

**Motion: Mike New Seconded: Richard Tellier**

**Unanimous Vote**

**Tax Collector - \$30,000 + Dental**

**Tax Assesor/Assist Collector – \$12,000**

**With the provision that this salary will be revisited in 1 year and may**

be raised or lowered Also Mrs. Graemiger is to keep track of her hours worked to help in the review of her salary next year.

### **Administrative Assistant**

Salary for this position had been set previously at \$12,000 per year for 16 hours a week. Previously as Tax Collector for WFD her salary was \$14,280 and she worked 15 hours per week. Also there had been no salary set for the position of Clerk to the Board. Mrs. Hall stated that setting her Admin Assist salary at 12,800 per year and Clerk at \$1,600 came to \$14,400.

**Motion: Mike New Seconded: Joe Bonn**

**Set Administrative Assistant salary at \$15,000 year for 16 hours per week to include duties of Clerk to the Board**

**Mrs. Lapinski objected to setting the salary at more than was requested.**

**Motion Carried**

**Robert Crowe, Mike New, Joe Bonn – Aye**

**Richard Tellier, Anna Mae Lapinski - Nay**

### **4. 2006-2007 Budget**

**Copies of the Proposed Budget were provided by Linda Bennett. She went through each line and changes were made as follows:**

**Payroll – Overtime changed from \$200,000 to \$250,000 on the recommendation of Chief Seltzer & Tom LaColle.**

**Supplies section was noted as a possible area for cuts if necessary.**

**Service Contracts was reduced from \$4,000 to \$3,000.**

**Capital Expenses was renamed Infrastructure Expense after some discussion as this amount is used for painting stations and other minor improvements.**

**Audit was reduced to \$1,500.**

**Motion: Mike New Seconded: Robert Crowe**

**Unanimous Vote**

**Budget for 2006-2007 fiscal year not to exceed \$3,994,012**

**5. Introduction of new business to be considered at the next Board of Directors meeting:**

**Recommendation of Final Tax Rate to present at Special Meeting**

**Wording for resolutions for Special Meeting**

**Vote on By-Laws**

**Chiefs' Contracts**

**6. Adjournment**

**Motion: Mike New Seconded: Robert Crowe**

**Time: 9:15 pm**